

## **DURHAM POLICE DEPARTMENT**

### **Police Records Manager**

*(Position 3066)*

*Salary Range \$45,427.00 - \$72,683.00*

*Hiring Range \$45,427.00 - \$54,512.40*

*Application Deadline: September 10, 2012*

---

#### **Position Summary**

Responsible for the daily management and administration of the Police Department's Records Section, including the DCI/Warrant Control Unit and Telephone Response Unit. Also responsible for the agency's Records Management System on the OSSI platform, including UCR/IBR coding and submission to the State Bureau of Investigation and FBI, as well as compliance with State and Federal regulations governing public records law, records retention, and DCI operations. Responsible for integrating existing technologies within Records as well as implementing emerging technologies such as scanning, imaging and mobile data and field reporting into the Records operation.

#### **Immediate Supervisor**

Analytical Services Division Manager

#### **Supervision Required**

Assistant Records Manager and Records Supervisors

#### **Position Accountabilities**

- Manages a 24-hour Records operation, including DCI/Warrant Control Unit and Telephone Response Unit; plans, organizes and directs the programming, system analysis and operational activities of the Records Section; assures the accuracy and reliability of all Police source documents entered into the OSSI Records Management System; assures Records Supervisors perform quality control and UCR/IBR audits on all entered data. (30%)
- Provides technical assistance to Police Records Supervisors and staff regarding data entry protocol, OSSI software and AS400 legacy computer system; assures the agency is in compliance with all State and Federal guidelines pertaining to public records law, records retention, and DCI operations; prepares regular, recurring and special reports pertaining to Records. (20%)
- Resolves complex or unusual problems; provides effective responses to departmental inquiries, reviews current records management system and provides analysis and documentation of modification. (20%)
- Monitors the overall level of personnel morale; reviews Staff Inspection Reports; drafts and ensures the consistent and equitable compliance with Departmental policies and procedures, and standard operating procedures of the Records Section. (20%)
- Follows procedures regarding document retention as regulated by the North Carolina Department of Cultural Resources and Federal Government. (10%)

## **Position Qualifications**

**Minimum Education:** Associates Degree from an accredited college with a focus of study in Business Administration, Public Administration, Criminal Justice, or related field, or equivalent combination of education and experience. Bachelor Degree preferred.

**Minimum Experience:** 3-4 years in records management, including 1-2 years of supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Computerized records management experience on the OSSI platform preferred.

**Special Requirements:** Valid North Carolina Class "C" Driver's License.

### **Knowledge:**

- Law enforcement agency operations.
- Composition and structure of crime data.
- Criminal justice system architecture and operation.
- Uniform Crime Reporting procedures and requirements.
- State and Federal records retention regulations.
- DCI/NCIC operating policies and guidelines.
- North Carolina Public Records Law.

### **Skills:**

- Audit data in a Records Management System; preferred RMS experience includes OSSI.
- Extract data from various information sources; preferred experience includes Crystal Reports.
- Operate various office machinery, including computers, scanners, Lektrier, and microfilm.
- Obtain and maintain operator certification in DCI Module 1 – General Inquiries.

### **Abilities:**

- Research, prepare, and present reports.
- Organize, comprehend, and coordinate complex masses of data.
- Communicate clearly and effectively, both orally and in writing.
- Think independently and handle many projects at the same time.
- Handle highly confidential and sensitive information with discretion and good judgment.
- Establish and maintain effective working relationships with citizens, law enforcement officers and departmental administrative and technical staff.

**FLSA Status:** Exempt

**Job listing web site:** <http://ww2.durhamnc.gov/employment/cityjobs.cfm>

*Individuals selected for conditional offers of employment must pass the City of Durham physical examination including drug and alcohol testing. A driver's history check is conducted for applicants applying for jobs requiring a valid North Carolina Driver's License and/or CDL. "This Agency Seeks Diversity in the Workplace".*

*The City of Durham is an EO/AA employer.*